

## CREDENTIAL APPLICATION

☐ **Buyer's License**

Driver License Number OR Photo ID Number

Employee Applicant Name (Last, First, MI)

Social Security Number - For Verification Purposes

Residence Street Address, City, State, ZIP Code

Height	Weight	Eye Color	Hair Color
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Birth Date	
Dealer License Number		License Expiration	

Dealer Name

Business Street Address, City, State, ZIP Code

**DEALER'S STATEMENT** - I request that a license/card be issued and agree that the dealer take full responsibility for the actions of the above named employee as a buyer's licensee/buyer identification cardholder.

**X**

(Owner, Officer, or Authorized Agent)

(Date)

(Title)

☐ **Buyer Identification Card****APPLICATION TYPE: 1 YR FEE**

- ☐ **Original:** \$6.00 If dealer license will not expire for more than 1 year, Buyer's License/BID card fee is \$12.00.
- ☐ **Renewal:** \$6.00
- ☐ **Out-of-State:** \$6.00
- ☐ **Duplicate:** \$6.00 Check reason below  
☐ Lost ☐ Destroyed ☐ Stolen ☐ Illegible
- ☐ **Name Change** (Give Former Name)
- ☐ **Address Change** (Give Former Address)

**APPLICANT'S STATEMENT**

1. Were you ever denied a buyer's license, BID card, salesperson/rep. or dealer license in this or any other state? ☐ No ☐ Yes-Attach Explanation
2. Have you ever been convicted of a crime? ☐ No ☐ Yes-Attach Explanation

I certify with my signature below that I have read and understand all the provisions pertaining to the buyer's license/buyer identification card for which I am making application and that the answers and statements made are complete, correct and true.

**X**

(Employee Applicant)

\* A **Buyer's License** is required to submit bids and purchase motor vehicles held and offered for sale by motor vehicle wholesale auctions and dealers. Employees or those who contract with motor vehicle dealers or wholesalers are eligible for Buyer's Licenses.

\* A **Buyer Identification (BID) Card** is required to submit bids and purchase motor vehicles held and offered for sale by a motor vehicle salvage pool. Motor vehicle dealers, wholesalers, salvage dealers and their employees are eligible for BID cards.

**APPLICATION INSTRUCTIONS**

- Check the box for the type of credential: Buyer's License or Buyer Identification Card, for which you are applying.  
**NOTE:** A separate application is required for each dealership for which you will be purchasing vehicles.
- Complete all blanks on the application.
- Copy the ID Number from a driver's license or other official government issued PHOTO IDENTIFICATION card belonging to the applicant, exactly as it appears on the photo ID card.
- Provide social security number. The buyer's license/BID card cannot be issued without it.
- Give physical description and birth date.
- For a Buyer's License, enter the motor vehicle dealer or wholesaler license number issued to the business if licensed in Wisconsin. For a BID card, enter the motor vehicle dealer, wholesaler or salvage dealer license number issued to the business if licensed in Wisconsin. If the dealer is an out-of-state business, include the two-letter state abbreviation as a prefix to your dealer number. Include with the application a PHOTOCOPY of the credential which is issued to the business by the regulating authority in that jurisdiction verifying the authority of the entity to do business.  
**NOTE:** If the dealer license is not in English, you must include an English translation. The license must allow buying and selling, not just importing and exporting, to qualify.
- Indicate the type of application: original, renewal, duplicate or out-of-state. Include the appropriate fee with the application. If a DUPLICATE application, indicate the reason. Include original Buyer's license/buyer identification card with this application if not lost, stolen or destroyed. If a lost or stolen license/card is recovered after a duplicate is issued, return the recovered license/card. If name and/or address have changed, enter former name and/or address.
- Sign the application where applicant's signature is indicated.
- Have Dealer's statement signed by an owner, officer or agent of the dealership.
- Submit completed application to:  
WISCONSIN DEPT. OF TRANSPORTATION  
DEALER SECTION  
PO BOX 7909  
MADISON, WI 53707-7909

**Upon termination of employment the Buyer's License/ BID card shall be surrendered to the dealer or firm named on the card. This dealer or firm shall return the license/card to the department for cancellation at the address listed above.**

If you have questions, please call 608-266-1425.